

NEW MEXICO JUDICIAL BRANCH

GENERAL POLICY & PROCEDURE

Reference NMJBPR, Part-1, Section 4.05

INTERVIEW POLICY

This policy does not apply to At-Will employees.

1. PURPOSE

This purpose of this policy is to assure that all candidates are treated fairly and are afforded an Equal Employment Opportunity. (Ref: Supreme Court Order 03-8500)

2. DEFINITIONS

- A. **Administrative Authority** – Individual or designee with the primary responsibility to supervise and coordinate the administration of a Judicial Entity, or as designated by the Chief Judge and approved by the Supreme Court order. (Ref: Administrative Authority, Appointing Authority and At-Will Employee List Policy)
- B. **Appointing Authority** – The individual who has the primary responsibility to recruit, review and recommend applicants for vacant positions in the Judicial Branch. An appointing authority may designate this responsibility to another supervisor or manager. (Ref: Administrative Authority, Appointing Authority and At-Will Employee List Policy)
- C. **At-Will Employee** – A person in the Judicial Branch who is FLSA non-covered, on the New Mexico Judicial Branch Job Classification and Pay Schedule, excluding a justice or judge. (Ref: Administrative Authority, Appointing Authority and At-Will Employee List)
- D. **Candidate** – An applicant whose application has not been rejected.
- E. **Judicial Entity** – Any court or administrative group within the Judicial Branch.
- F. **Supervisor** – Anyone who effectively recommends hiring or termination of an employee and who evaluates a subordinate employee's performance.

3. RECRUITMENT

The Administrative Authority in each judicial entity is held responsible for appropriate recruitment, selection and appointment of employees.

Interview Policy

Inquiries: Administrative Office of the Courts, Human Resources Division 827-4937 or 827-4810

Distribution: All employees of the New Mexico Judicial Branch

Retain Until Superseded: Dev: 02/01/07; Rev: 11/12/10

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4. INTERVIEW PROCESS

- A. A reasonable number of candidates will be contacted for an interview.
- B. The interview time allotted shall be the same for all candidates.
- C. All candidates shall be asked the same basic questions by the interview panel.
 - (1) Basic questions shall be relevant to the job only and panel members may ask follow-up questions as necessary. Personal questions should not be asked of a candidate.
 - (2) The interview panel shall consist of at least three (3) employees of the judicial branch, one (1) of which must be the direct supervisor, or if necessary the supervisor's designee of the person to be appointed. Suggestions for other panel members include: professionals in the field, co-supervisors/managers or co-workers; and human resource professionals.
 - (3) Panel members if possible shall disclose to the Administrative and Appointing Authority any information they have about candidates. This information shall be disclosed prior to the interview or as soon as possible thereafter.
 - (4) Each panel member shall be present for all interviews. At the end of the interview process any evaluation documents regarding the interview shall be placed in the recruitment file for that position.
 - (5) The direct supervisor or designee of the person to be appointed must be in agreement with the candidate selected. If agreement cannot be reached second interviews are required.

Effective Date: 2/1/2007, Rev: 11/12/2010

Arthur W. Pepin, Director
Administrative Office of the Courts

Date 12/7/10

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